



Birthday Party Terms and Conditions of Hire

1. Payment

Charges for hire are as follows;

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|-------------------------------------------------------|--------------|
| Standard fee (includes room hire & Party Coordinator) | £35 per hour |
| Animal Handling | £2 per child |
| Gardening Activity | £2 per child |
| Craft Workshop | £6 per child |

Please make sure that you complete, sign, date and return the booking form indicating which of the additional activities you require. We full payment for the room and party coordinator for 2 hours (£70) in order to confirm any party. This is a non-refundable deposit.

On the day of the party you will need to bring cash or a cheque made out to 'Stepney City Farm' for the remaining amount (for catering, or any 'extras').

2. Additional payments

Please make sure that the Activity Room is tidy and you are ready to leave by the end of your agreed time of hire. The Party Coordinator will be on hand to help you with this. Any over-run may be charged at £35 per hour.

3. Access areas

Your hire is for exclusive use of the Activity Room. You can arrange this room how you like throughout the party, but please ensure that it is put back how you found it. Other areas which include the main room and outdoor areas are also available for use by staff and the public.

4. Other facilities available

Even if you bring your own refreshments you are welcome to use the farm's plates, cutlery, cups, jugs and tap water. There is also tea, coffee and other hot drinks available for sale at the cafe. The Party Coordinator will be on hand to help you with this. We would rather you didn't use disposable cups, plates, etc.

5. Smoking and Alcohol

Smoking and alcohol are both forbidden on the farm at all times and in all areas (including indoors and outdoors). If any of the adults smoke, please make sure they go outside of the

farm premises to do so, and 50m from the farm entrance.

6. Licensing

The Activity Room is hired out for private celebrations only. It is not licensed for public entertainment. Any celebration or event involving any form of entertainment* must be PRIVATE, i.e. prior invitation only. You should have a list of who has been invited and not allow entry to any uninvited people. It must not be advertised or promoted in any way and it must not be carried out for profit or gain.

*Entertainment means music, dancing, drama, film, video, karaoke, sports or games either for guests to watch or join in.

7. Safety and Security

The Party Coordinator will be present throughout the birthday party, they will be there to open for you and to close afterwards. Please note that the area outside of the Activity Room is public. We can not be responsible for any items left unattended. Please take responsibility to ensure that the doors are locked if you are not in the room and valuable items are not left unattended. Hirers must ensure a suitable ratio of adults to children to maintain adequate supervision, especially if children play outside. Heating/cooking appliances must not be brought into the building. Fire exits must be kept clear. The maximum number of children we can accommodate is 25 and this must be strictly observed at all times. The Party Coordinator who is with you will have emergency contact information. This can also be found on the wall of the office.

8. Cleaning

Hirers are responsible for cleaning up after their event and leaving the building in the same condition as they found it. Cleaning materials will be provided on request. We ask that you sort rubbish in accordance with our recycling procedures into the bins and composters provided. We reserve the right to levy cleaning charges of £50 should this be necessary. All damages to the building or losses will also be charged for.

If you have any queries about these Terms and Conditions please do not hesitate to contact us on 020 7790 8204.

If you would like this document in large print please telephone 020 7790 8204.